



Boulder Municipal Court

Boulder County Justice Center
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www.bouldercolorado.gov/court

For Office Use Only

PARKING CITATION APPEAL FORM

This form should only be used to appeal the following types of violations:

7-6-22(a) Parking in Handicap Space Prohibited, 7-6-23(a)(5)(A) Valid License Plate Required, or a Permit Violation

You **MUST INCLUDE A PHOTOCOPY OF PROOF OF PLACARD, REGISTRATION, OR PERMIT** valid at the time of violation. For Valid License Plate Required citations, *if registration is obtained within 14 days of the violation, the court may reduce the fine in half (from \$50 to \$25)*. Registration and permit violations can only have one citation of this type waived or reduced for the life of a plate. If you have previously received a waiver or fine reduction, then this appeal will be denied.

Other reasons for written appeal:

- ☐ I received an appeal response which requested I submit more information
- ☐ I choose not to appeal my citation online

Instructions: PLEASE PRINT CLEARLY! Appeal results will be mailed to the address provided on this form. We will not process returned mail due to illegible handwriting or incomplete addresses. You **do not** need to attach a copy of your citation, but please include the **correct citation number**. If your vehicle is already on the city Scofflaw List for other outstanding citations, your vehicle is still subject to impound.

Reason for Appeal (YOUR DISSATISFACTION ABOUT RECEIVING A VIOLATION, BY ITSELF, IS NOT SUFFICIENT REASON TO APPEAL THE CITATION):

Name _____ Phone _____

EMAIL (Response will be sent via email, not postal mail) _____

Mailing Address _____

City/State/Zip _____

License Plate # _____ Citation #(s) _____ Citation Date(s) _____

State _____

*Forms may be mailed, faxed, or dropped off. The appeal process takes approximately two weeks.
Fines will not escalate during the review period.*